

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Voluntary Personal Leave Program (VPLP) - Bargaining Unit 10	<b>REFERENCE NUMBER:</b> 2011-025
<b>DATE ISSUED:</b> 06/20/11	<b>SUPERSEDES:</b> 2011-021

This memorandum should be forwarded to:

**Personnel Officers  
Employee Relations Officers**

**FROM:** Department of Personnel Administration  
Labor Relations Division

**CONTACT:** Personnel Services Branch  
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The State shall continue a Voluntary Personal Leave Program (VPLP) for all Unit 10 employees. Employees may voluntarily participate in the VPLP on a continuing basis. Each full-time employee shall be able to enroll and be credited with either 8, 16, or 24 hours of voluntary personal leave on the first day of the following monthly pay period for each month in the VPLP. Each full-time employee participating in the VPLP shall continue to work his/her assigned work schedule and shall have a reduction in pay equal to 4.62% for one day of leave, 9.23% for two days of leave, or 13.85% for 3 days of leave based upon the enrollment level selected. The leave will be credited to the employee's monthly VPLP leave balance. Part-time employees shall be subject to the same conditions as stated above, on a prorated basis. Intermittent employees shall be prorated based upon the number of hours in the monthly pay period.

Beginning June 1, 2011, there will be a 60 day window period for employees currently participating in the VPLP to modify their participation or to opt out of the program. The effective date for an employee's VPLP modification is the first day of the pay period following the date of the employee's modification. Modifications including resuming or ending to an employee's VPLP election can be done on a quarterly basis.

Voluntary personal leave shall be requested and used by the employee in the same manner as vacation/annual leave and in accordance with departmental policies on vacation and annual leave. Voluntary personal leave shall not be included in the calculation of vacation/annual leave balances.

Personnel staff with questions may contact the Personnel Services Branch at the phone number or email listed above.

/s/Julie Chapman

Julie Chapman  
Deputy Director of Labor Relations